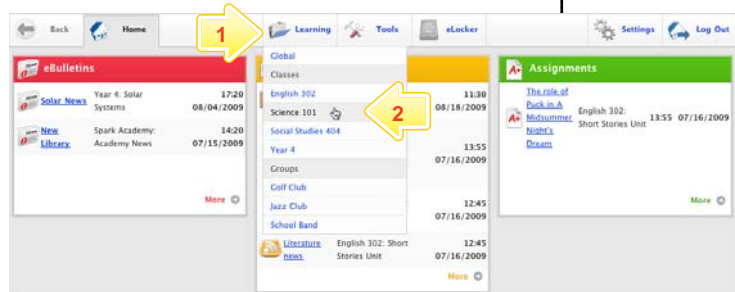


Team Folders



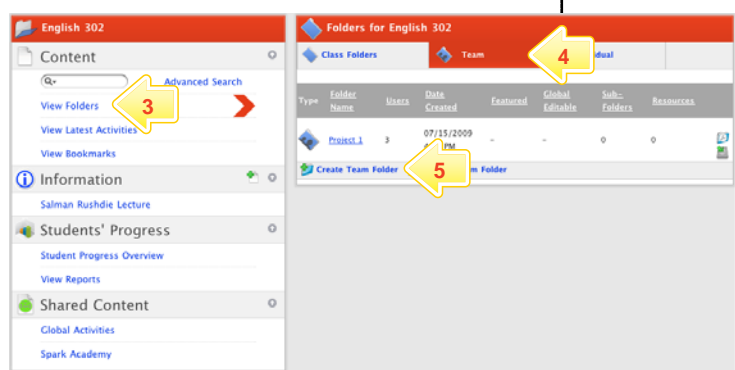
Create a Team Folder

Team Folders can be created to include any number of Students and Teachers within a Class. Once a Team Folder is created only the Studywiz Spark users in the team can access it.



1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.

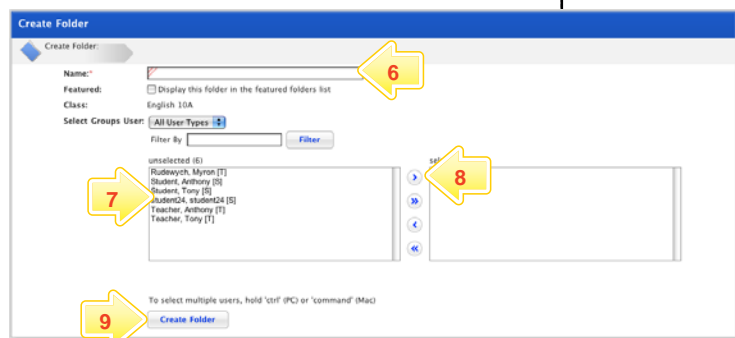
2 From the **Learning** drop-down, select the Class or Group in which you want to create the Team Folder. The Class or Group page appears.



3 Click **View Folders**.

4 Click the **Team** tab.

5 Click **Create Team Folder**.



6 In the **Name** field type the name of the new Team Folder

7 In the **unselected** field select the users you want to include in the new team.

Hint Multiple users can be selected by pressing the **Command** key on a Mac or the **Ctrl** key on a PC.

8 Click the **Add** button. The users are added to the selected field.

9 Click the **Create Folder** button. The new Team Folder is created.

You can now create subfolders and Activities within the new Team Folder.

Tips and Hints

- 1 Create Team Folders for team Projects. The use of team folders encourages team work.
- 2 To add users to or remove users from a team, click the **Edit Folder** button adjacent to the team folder and use the Select Groups Users section to add or remove users.
- 3 If you choose to delete a Team Folder, all the subsequent sub folders and content will be deleted from the system.
- 4 If you 'misplace' a folder, your administrator may be able to locate it for you.

If you have any ideas for ways to use Team Folders you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>.